



**RYAN WHITE PART A (RWPA) HIV/AIDS PROGRAM  
LAS VEGAS TRANSITIONAL GRANT AREA (TGA)**

***MENTAL HEALTH SERVICES—SERVICE STANDARDS***

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| <b>Drafted by Part A Recipient Office</b> | <b>Approved by Part A Planning Council</b> |
| December 2017                             | January 2018                               |

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| <b>Reviewed by Part A Recipient Office</b> | <b>Revised by Part A Recipient Office</b> | <b>Approved by Part A Planning Council</b> |
| September 2021                             | September 2021                            | September 2021                             |

**IMPORTANT:** All Las Vegas Transitional Grant Area (TGA) service providers must adhere to the Las Vegas-TGA [Universal Service Standards](#). Please read the [Universal Service Standards](#) prior to reading the service standards below.

**Service Description**

Mental Health Services are the provision of outpatient psychological and psychiatric screening, assessment, diagnosis, treatment, and counseling services offered to clients living with HIV. Services are based on a treatment plan, conducted in an outpatient group or individual session, and provided by a mental health professional licensed or authorized within the state to render such services. Such professionals typically include psychiatrists, psychologists, and licensed clinical social workers.

**Program Guidance**

Mental Health Services are allowable only for PLWH who are eligible to receive RWHPAP services.

See [Psychosocial Support Services](#)

**Minimum Requirements**

| STANDARD   | MEASURE  |
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| <b>1. Staff Requirements</b>   |  |
| A. Providers must ensure that staff and contracted service providers are mental health treatment professionals currently licensed to provide such services.  | A. A copy of most recent license   |
| <b>2. Service Delivery</b>   |  |
| <b>2.1. Assessment</b><br>The mental health treatment provider must complete a face-to-face assessment within the first three mental health visits. The assessment must include, at minimum, a review of the following areas: <ul style="list-style-type: none"> <li>• Presenting problems</li> <li>• Medical history and medications</li> </ul> | 2.1. Documentation in consumer record of completed assessment form or progress note within specified timeframe |

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| <ul style="list-style-type: none"> <li>• Mental health and psychiatric history</li> <li>• Substance use and treatment history</li> <li>• Family history</li> <li>• History of trauma</li> <li>• Psychological functioning</li> <li>• Leisure and recreational activities</li> <li>• Social support</li> </ul>   |  |
| <p><b>2.2. Treatment Plan</b><br/>The mental health treatment provider must complete a treatment plan collaboratively with the consumer within the first three mental health visits. The treatment plan must include:</p> <ul style="list-style-type: none"> <li>• Clinical mental health diagnosis(es)</li> <li>• A description of the need(s)</li> <li>• Action steps/interventions to address the need(s)</li> <li>• The treatment modality</li> <li>• Timeframes to address the need(s), including recommended number of sessions</li> <li>• Dated signatures of the consumer and mental health treatment provider</li> </ul> | 2.2. Documentation in consumer record of completed and signed treatment plan form  |
| <p><b>2.3. Continuity of Care</b><br/>The mental health treatment provider must review and update the treatment plan on an as needed basis and have documented progress notes for all visits.</p>   | 2.3. Documentation in consumer treatment plan that needs are closed out when they are met/deferred and progress notes for all visits |
| <p><b>2.4. Reassessment</b><br/>The mental health treatment provider must complete a reassessment, at minimum, every six months.</p>  | 2.4. Documentation in consumer records of a reassessment at specified timeframes.  |
| <p><b>2.5. Discharge Summary</b><br/>The mental health treatment provider must complete a discharge summary for all client discontinuing mental health services. The discharge summary must include:</p> <ul style="list-style-type: none"> <li>• Summary of needs at admission</li> <li>• Summary of services provided</li> <li>• Goals completed during treatment</li> <li>• Reason for discharge</li> <li>• Consumer-centered discharge plan</li> <li>• Referrals provided</li> <li>• Dated signature of provider and provider supervisor</li> </ul>   | 2.5. Documentation in consumer records of discharge summary with relevant signatures   |

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| <b>3. Program Data and Reporting</b>  |   |
| <p>A. Mental Health Services programs are required to collect the following data elements in the Las Vegas TGA CAREWare data system:</p> <ul style="list-style-type: none"> <li>• Year of birth</li> <li>• Ethnicity</li> <li>• Hispanic subgroup</li> <li>• Race</li> <li>• Asian subgroup</li> <li>• NHPI Subgroup</li> <li>• Gender</li> <li>• Transgender subgroup</li> <li>• Sex at Birth</li> <li>• Health insurance</li> </ul> | A. Documentation in Las Vegas TGA CAREWare  |
| <b>4. Policies and Procedures</b>   |   |
| A. None at this time.   | A. N/A  |
| <b>5. Referral Policy</b>   |   |
| <p>A. All service providers must work in partnership with the client, their internal care coordination team and external providers (both Ryan White HIV/AIDS Program-funded and non-Ryan White-funded sites) to ensure appropriate and timely service referrals are made.</p> <p>For more information, see Las Vegas TGA <a href="#">Referral Policy</a>.</p>   | A. For internal Ryan White Part A referrals: documentation in CAREWare. For external referrals: documentation in client record that referral was completed. |